

BERLIN TOWNSHIP TRUSTEES

7:00 p.m.

Regular Meeting

May 10, 2010

HELD AT: Berlin Township House, 3271 Cheshire Rd., Delaware, OH

CALL TO ORDER: Tom D’Amico, Trustee Chairman

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Larry Buell, Cemetery Sexton.

ROLL CALL: Tom D’Amico, Phil Panzarella, Ron Bullard, Theresa Cannon, Fiscal Officer.

ATTENDANCE: Joe and Toni Korleski, Chief Bechstein, Ray and Rita Armstrong, Chris Paykoff

PUBLIC COMMENT: D’Amico asked if anyone wanted to make public comment. Chris Paykoff questioned how purchase orders and actual costs of items were relayed in the minutes. He commented on the amount it cost to rotate tires versus the actual amount used in the requisition. Paykoff said people don’t know what happens to the left over money. He said the minutes do not reflect the whole story. Paykoff also commented on the inside millage valuation and stated it would bring about \$490,000 to the Township. Panzarella said that was an estimate. He said there are boards where people are objecting the appraisal of their homes. D’Amico questioned if there was anything that could be done. Cannon said any left over money in a purchase order after an invoice is paid returns to the fund. She said if there was a significant amount to be returned it could be explained at a meeting. Panzarella suggested explaining the process in the next newsletter. D’Amico said we have all heard about infamous government spending and said it was a good point to bring up. Bullard said we don’t want to get into a job halfway and realize there is not enough money.

Approval of Minutes:

**RESOLUTION
10-05-01**

**APPROVE THE 4/26/2010 REGULAR MEETING MINUTES
AND DISPENSE WITH THE READING**

Motion: Panzarella
Second: Bullard
Vote: D’Amico yes, Panzarella yes and Bullard yes

FISCAL OFFICE

Exterminating Township Hall and Fire Station- Cannon said she had a note from Tammy Adams regarding an ant problem in the meeting room. She said we have typically had Paul’s exterminating come out in the summer and do both the township hall and fire station. Bechstein said they have seen a lot of spiders and suggested having the area sprayed.

**RESOLUTION
10-05-02**

**APPROVE \$600 TO PAUL’S EXTERMINATING FOR THE
TOWNSHIP HALL AND FIRE STATION FOR SERVICES**

Motion: Bullard
Second: Panzarella
Vote: Panzarella yes, Bullard yes, and D’Amico yes

Request for a Liquor License Hearing- Cannon said she received notice from The Ohio Division of Liquor Control questioning if Township wanted to request a hearing for a liquor license for Cheshire Choppers located at 5750 SR 37E, Delaware Ohio 43015. Bullard said the area is voted dry. D’Amico said it could be a downloaded application. Cannon said it came from The Ohio Division of Liquor Control. Bullard said he would contact the agency before the next meeting. Cannon said the request was due by 6/7/2010.

CRA Payment- Panzarella said we should be receiving funds from a CRA we have with Liberty Township. He said we are due 40% of the taxes from the parcel. He said he would check with Mr. Kaitsa to ascertain if taxes were paid and then contact Liberty’s

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administrator to see where our money is. Panzarella said he would need a copy of our signed agreement. D'Amico asked Panzarella to follow up on it.

CEMETERY

Larry Buell gave a synopsis lots sold and available in the Cheshire Cemetery. He said it was approximately 25% occupied. Peachblow Cemetery has no records and is considered to have no vacancies as it is an inactive cemetery. Buell said he is the sexton and sells lots, he gives the money to the fiscal officer who writes the deeds and sends out the written deed and rules to owners. Buell said we have been using Pontem to help manage the lots. He said there is a lot of information that can be stored in the program with regards to purchaser and occupants. Buell said the program can have obituaries or pictures of tombstones scanned in. He said the work is continuous to keep records up to date and accurate. Buell said there is also the capability of putting it on the internet. The cost is \$3800 and then an annual fee of \$1700. Buell said he did not feel this was something to be done in the near future. He said all information can be acquired at the Delaware County Genealogy Society websites. He said all names and lots have been input. He said the next step is to compare what is in the computer to what I have on my rolodex. He said it is time consuming but must be done. Buell said Berlin's records are much better than Berkshire and Galena Cemeteries. Buell said there are a lot of legal rights when dealing with cemetery lot ownership, one being who is entitled to a grave if the owner dies. Buell said he would recommend the Township buy a laptop to be used to store records and other information. He said the computer in the fiscal office where records are initially stored could be downloaded to the laptop a couple of times a year. D'Amico asked if there was a time frame all items would be verified. Buell said everything should be completed by fall. Bullard said we want to put procedures in place as to how people can access data. Buell said without putting access to the internet a password has to be used to get on the Pontem software. He said information could be changed if someone was viewing Pontem. He said he would recommend that he or the fiscal office be notified. D'Amico questioned if the program could be "read only". Buell said he was not sure if it had that capability. Panzarella said the computer administrator could assist the fiscal office to make something a read only document. Bullard questioned if graves could be added to the Blockhouse or Township House Sections. Buell said he does not offer those lots. Bullard asked if the 25% full included those lots. Buell said there are plenty of lots available without using those sections. He said he only sells 15 to 20 lots per year. Bullard said he would be pouring foundation in the next week and there would be a charge for concrete and a trachoe. Cannon said to let her know when he had the total costs. Buell said he receives many compliments on the way the cemetery looks and said it is in part to the Trustees and the Road Crew for their consideration of the cemetery. D'Amico said the complaint he recently received was with regard to the mowing. He said he has since heard from the lot owner and said he is very pleased.

FIRE DEPARTMENT

Requisitions:

RESOLUTION

10-05-03

APPROVE REQUISITION 2010-05-01 FOR \$318.00 TO MISTRAS GROUP INC. FOR ANNUAL GROUND LADDER TESTING

Motion: Panzarella

Second: Bullard

Vote: Bullard yes, D'Amico yes, and Panzarella yes

RESOLUTION

10-05-04

APPROVE REQUISITION 2010-05-02 FOR \$58.80 TO Z-MAN INC. FOR ANNUAL FIRE STATION WATER BACKFLOW DEVICE TESTING

Motion: Panzarella

Second: Bullard

Vote: D'Amico yes, Panzarella yes and Bullard yes

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**RESOLUTION
10-05-05**

APPROVE REQUISITION 2010-05-03 FOR \$300.00 TO SUTPHEN CORPORATION SERVICE DIVISION FOR ANNUAL PUMP TEST FOR ENGINES 391 AND 392

Motion: Panzarella
Second: Bullard
Vote: Bullard yes, D'Amico yes and Panzarella yes

**RESOLUTION
10-05-06**

APPROVE REQUISITION 2010-05-04 FOR \$756.00 TO FIRE SAFETY SERVICES, INC. FOR (2) 1" X 100' BOOSTLITE #800 HOSE

Motion: Panzarella
Second: Bullard
Vote: Panzarella yes, Bullard yes and D'Amico yes

Resignation- Panzarella said Mr. Dale Huffman, a long time firefighter, has submitted his resignation. Huffman stated due to scheduling issues with his current fulltime position he is unable to meet the established minimum standards. Panzarella suggested we accept his resignation and thank him via a certificate for his long term commitment to the Township.

**RESOLUTION
10-05-07**

ACCEPT DALE HUFFMAN'S LETTER OF RESIGNATION EFFECTIVE 5/10/2010 AND THANK HIM FOR HIS COMMITMENT TO THE BERLIN TOWNSHIP FIRE DEPARTMENT

Motion: Panzarella
Second: Bullard
Discussion: Bechstein commented Huffman had been with the department since 1991 and he wished him well.
Vote: D'Amico yes, Bullard yes and Panzarella yes

Panzarella said with this resignation it opens a position with the department. He said a number of people have applied and said it would be worthwhile for the chief to recommend to the board anyone of interest. Bechstein said he would have to contact individuals to see if they were still interested. Bullard questioned if they should expand to additional applications. Bechstein said they have not received many since the last interviews but they would certainly review any new ones. Panzarella asked the chief to attend the next meeting and have a plan of attack. He said he would like to maintain 25 firefighters.

Budget Status- Panzarella stated the chief has submitted a 60 line appropriation budget. He said it does show a slight increase in salary, approximately 2%. He commented that no raises have been given in the last two years. He said we would possibly like to establish a 5 year capital fund for a motor vehicle. Panzarella said we do not have fire hydrants all over the township and as we develop we could characteristically stay that way. He said water is important. He said if we commit to this we have to get it done. With the fire levy passing the funds should be available. Panzarella said as of the last report there is \$184,000 in that fund. In four years we would have enough money for a tanker truck. He said this would help to improve our fire district. Paykoff commented that an engine tanker has the capabilities to pump water.

**RESOLUTION
10-05-08**

RECESS INTO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION OR COMPENSATION OF A PUBLIC EMPLOYEE – THREE TRUSTEES AND FISCAL OFFICER, CHIEF BECHSTEIN TO ATTEND FOR ONE PORTION OF SESSION

Motion: D'Amico
Second: Panzarella
Vote: Panzarella yes, D'Amico yes and Bullard yes

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RESOLUTION

10-05-09

RETURN TO REGULAR SESSION

Motion: D'Amico
Second: Panzarella
Vote: Bullard yes, Panzarella yes and D'Amico yes

D'Amico stated no decisions or actions were taken during executive session.

ROAD DEPARTMENT

1992 Truck- Bullard said we have parked the 92 truck until we have a complete plan together on the cost of repairs. He said we have a quote from Dexter and are looking for a couple more. He said he does not want to move forward until we have a plan.

REA- Bullard said Glenn Excavating has submitted a quote on one of the REA's we sent to the Engineer. He suggested since we have not heard back from the County Engineer to wait until the next meeting to discuss this. Panzarella asked about getting any other quotes. Bullard said Miley and Glenn are working together on this.

3B's & K Rd.- Bullard said after the road meeting Eldon Johnson suggested we get together with Chris Bauserman and Berkshire Trustees. He asked if all trustees wanted to meet or if he should, as the road liaison, and report back. Bullard said he would like to get a conservative plan together. Panzarella said he would rather know what he was talking about before we had a joint meeting.

Block Grant- Bullard said he contacted Dottie, from The Delaware County Economic Development regarding the block grant and was told it was for distressed, low income areas. He said ADA areas could be used but the application needs to be made by May 16th. Cannon said the township hall and fire station are both ADA compliant. Bullard questioned subdivisions with sidewalks. D'Amico said we would be ahead of the game for next year. Panzarella asked if it included private property.

Cautionary Flashing Traffic- Bullard said Berkshire put one on the north side of 3B's & K Rd. D'Amico asked if this was something new. Panzarella said one on Plumb Rd. is side by side. Bullard said Genoa came up with it. Bullard said he would discuss with Bauserman. Panzarella said it was a dangerous intersection and added there have been three accidents. He said he had suggested doing something for approximately \$3700. He said he would like to have a requisition at the next meeting. D'Amico said he thought they were doing a round-a-bout there. Bullard said in 2012.

ZONING DEPARTMENT

BZC Appointments-

RESOLUTION

10-05-10

RE-APPOINT KRISTEN YORKO TO THE ZONING COMMISSION - WITH A TERM EXPIRATION DATE OF 3/1/2015

Motion: D'Amico
Second: Panzarella
Discussion: Panzarella asked if she has agreed to serve again. D'Amico said yes. Bullard said she has done a good job. D'Amico commented that she was vice-chair.
Vote: Bullard yes, D'Amico yes and Panzarella yes

RESOLUTION

10-05-11

REAPPOINT ANTOINETTE KORLESKI AS ALTERNATE WITH THE ZONING COMMISSION- WITH A TERM EXPIRATION DATE OF 3/1/2011

Motion: D'Amico
Second: Panzarella
Discussion: Toni Korleski, in attendance, said she would like to continue to serve on the board.

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Vote: D'Amico yes, Panzarella yes and Bullard yes

Employee Hours- D'Amico said we have been dealing / talking about zoning hours for a couple of years. He said an analytical presentation was done at a previous meeting. He said the Trustees are not dissatisfied with the work of Cathy Rippel or Ray Armstrong. He said it deals with the unbalance of revenue and expenditures of the zoning office. D'Amico said job descriptions were expanded for a time but with the cutting of hours we will also have to cut some duties. Panzarella said we have to be careful altering the zoning inspector job description to fit with what the board wants. Bullard said we have to be careful with all alterations. D'Amico went over the resolution prepared by Loveland and Brosius which basically reclassifies their positions. D'Amico stated that the resolution states hours will not exceed 28 hours per week. He said we are looking at 25 hours per employee with Cathy working 8 a.m. to 1 p.m. and Ray working 12:00 p.m. to 5 p.m. He said that provides them with one hour overlap for field inspections. D'Amico said he is not sure how this will work and changes or modifications may need to be made. D'Amico summarized the vacation and sick leave section. Toni Korleski said in her opinion as a member of the community by dropping zoning hours you may be losing some good talent if they find work elsewhere. She suggested trying to keep them on as more than just part-time employees. Joe Korleski questioned how you could discuss purchasing a \$700,000 pumper truck just because a levy passed and then discuss cutting the hours of two public servants. He suggested re-examining their positions. Mr. Korleski commented that the township was only saving the cost of medical insurance. Panzarella said that is somewhat true. He said there is a shortfall in the zoning office. We have spent approximately \$140,000 and only brought in \$20,000 leaving a shortfall of \$120,000. He said we have to consider if the township can sustain from the fund that sustains zoning and what to do with the \$120,000 shortfall. Panzarella said we previously have discussed that both do more than zoning. He said we also have to justify how we are using the township money. He said a level of availability of funds to maintain the function is \$75,000. Panzarella said permit fees are down 80 to 90 percent. Panzarella said we need to be fiscally responsible. Rita Armstrong asked if there had been a study based on what other townships are doing. She questioned if the fees should be increased. Rita asked who would be performing all the other duties Ray and Cathy have been doing. D'Amico said some will be added to the Trustees or other individuals. Rita Armstrong asked will it increase an individual's pay or be added? Panzarella said enumerative functions will have to be reduced. He said the board can decide some functions will no longer be done or other township trustees / members will do them. He said we do not have a final list of what will be taken out. He said one person had a significant amount of time cut so their job description will have to be scoped and reduced. D'Amico said hours permitted under part-time are no more than 28. He said we are using 25 but can add 3 hours if we need to. Rita Armstrong again asked how we compare to other townships with regards to revenue producing. She asked if anyone had completed a study. D'Amico said it is primarily due to a lack of large developments and rezoning. He noted that he was the zoning inspector in 1997. D'Amico said we have provided permits to customers the same day and realize that may not be the case anymore. He said they don't have to be done the same day. He said we may see negative results and have to address it again. D'Amico said we are only required to take care of the township roads and cemetery. He added that he did not want the zoning to go back to "County Zoning". D'Amico said he hopes in a year or two for zoning to come back. He said this is one of the worst things I have ever done. Bullard added, the last couple of years we have tried to bring in tasks to keep the zoning personnel busy.

**RESOLUTION
10-05-12**

**A RESOLUTION RECLASSIFYING THE POSITIONS OF
ZONING INSPECTOR AND ZONING SECRETARY FROM
PAID, FULL-TIME TO PAID, PART-TIME**

PREAMBLE

WHEREAS, Berlin Township, Delaware County, Ohio ("Township") has adopted zoning pursuant to Ohio Revised Code Chapter 519; and

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WHEREAS, the Board of Trustees of the Township (“Board”), pursuant to Ohio Revised Code 519.16, previously created the position and classification of full-time Zoning Inspector and full-time Zoning Secretary to enforce the Township Zoning Resolution; and

WHEREAS, the Board has the authority pursuant to Ohio Revised Code 519.16 to establish and fill positions in the Zoning Department and to determine the compensation and benefits for such positions; and

WHEREAS, the Board, due to the unforeseen and extended downturn in the housing market and for additional administrative and economic reasons, has decided to reclassify the positions of Zoning Inspector and Zoning Secretary from paid, full-time to paid, part-time; and

WHEREAS, the Board believes it is in the best interest of the Township and its residents to re-classify the positions of Zoning Inspector and Zoning Secretary from paid, full-time to paid, part-time and to clarify the procedures, guidelines, and qualifications for the classification of paid, part-time Zoning Inspector and paid, part-time Zoning Secretary.

RESOLUTION

NOW THEREFORE, be it resolved by the Board of Trustees of Berlin Township, Delaware County, Ohio (the “Board”), that the following Resolution be, and it hereby is, adopted:

RESOLVED that, effective May 16, 2010, the Board hereby reclassifies the positions of Zoning Inspector and Zoning Secretary from paid, full-time to paid, part-time, which part-time classifications shall be subject to the following terms and conditions of employment:

1. **Term and Status of Employment.** THE EMPLOYEES PRESENTLY IN THE POSITION OF ZONING INSPECTOR AND ZONING SECRETARY ARE EMPLOYEES AT WILL AND SERVE AT THE PLEASURE OF THE BOARD, with such employment being subject to the conditions contained herein and such other terms and conditions as the Board may, from time to time, specifically prescribe, provided that the provisions of this Resolution shall supersede and prevail over conflicting provisions set forth in any previously adopted Berlin Township Resolution or Policy. The Employee shall serve at the pleasure of the Board and is employed by the Township at will and on an indefinite basis until such time as the Employee or the Board terminates such employment. This Resolution is not a contract of employment and the Employee or the Township, by majority vote of the Board, may terminate the Employee's employment with the Township at any time, with or without cause, for any reason or for no reason whatsoever, and, in the case of the Township, in the sole and absolute discretion of the Board.
2. **Job Description and Duties.** Paid, part-time Zoning Inspector and paid, part-time Zoning Secretary shall serve on a part-time basis for the Zoning Department and shall perform those jobs and duties as may, from time-to-time, be requested by the Board. Without limiting the generality of the foregoing, the

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duties of paid, part-time Zoning Inspector and Zoning Secretary shall include the items set forth on the job description attached hereto and marked "Attachment A". The positions of paid, part-time Zoning Inspector and Zoning Secretary shall report to the Trustee designated by the Board as the Zoning Liaison ("Zoning Liaison").

3. **Rules, Regulations, and Conditions.** The employees serving as paid, part-time Zoning Inspector and Zoning Secretary shall observe such rules, regulations, and conditions as may, from time to time, be adopted by the Board, including, but not limited to, rules governing the operation and personnel of Berlin Township and all applicable federal, state, and local laws and regulations.
4. **Supervision and Work Hours.** The positions of paid, part-time Zoning Inspector and Zoning Secretary shall be under the direct control and supervision of the Zoning Liaison; subject, however, to such Resolutions, rules, procedures and/or policies as may, from time to time, be adopted by the Board. Employees serving in the positions of paid, part-time Zoning Inspector and Zoning Secretary shall observe such Resolutions, rules, procedures and/or policies as may, from time to time, be adopted by the Board. The Board shall determine and schedule the hours of work for individuals employed as paid, part-time Zoning Inspector and Zoning Secretary, which hours of work may vary from day to day and week to week but are not expected to and shall not exceed one thousand five hundred (1,500) hours of work during any calendar year. In addition, hours of work shall not exceed twenty-eight (28) hours during any work week without specific authorization from the Zoning Liaison. A work week shall be defined as that period of time beginning at midnight on Sunday morning and continuing until midnight on the following Saturday evening and containing (one hundred sixty-eight) 168 consecutive hours. Nothing contained herein shall be deemed as a guarantee of any number of hours of work per week, work period, month or year.
5. **Compensation and Benefits.** The entire compensation paid by the Township to the individual employed as paid, part-time Zoning Inspector shall be an amount to be determined, from time to time, by the Board, in its sole and absolute discretion, which amount shall at least equal the applicable minimum wage rate in effect at any particular time, and which amount is, at present, \$17.76 per hour worked. The entire compensation paid by the Township to the individual employed as paid, part-time Zoning Secretary shall be an amount to be determined, from time to time, by the Board, in its sole and absolute discretion, which amount shall at least equal the applicable minimum wage rate in effect at any particular time, and which amount is, at present, \$15.37 per hour worked. All compensation received by the individuals employed as paid, part-time Zoning Inspector and Zoning

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Secretary shall be subject to withholding for federal, state and local income taxes, and such other taxes and charges as may be subject to withholding from employee wages, and further subject to withholding required for pension contributions and further subject to withholding for any other deductions or charges as may, from time-to-time be authorized in writing by the paid, part-time Zoning Inspector and Zoning Secretary and agreed to by the Board. In addition, the Board reserves the right, in its sole and absolute discretion, to provide for worker's compensation coverage, professional liability insurance coverage and such other benefits as may be specifically provided, from time to time, by the Board. Notwithstanding any previously adopted Berlin Township Resolution or Policy, the positions of paid, part-time Zoning Inspector and Zoning Secretary shall not accrue or be eligible to receive sick leave, vacation leave, and/or health insurance from the Township.

6. Use of Currently Accrued Sick Leave and Vacation Leave. Upon the effective date of the reclassification of the positions of Zoning Inspector and Zoning Secretary to paid, part-time, the employees presently in such positions shall be eligible to use any accrued but unused vacation and sick leave earned prior to the effective date of the reclassification. The use and scheduling of any sick leave or vacation leave shall be subject to the applicable Township policy on such matters. Upon a separation of service for any reason, payment for any accrued and unused vacation time shall be made to such employee, with payment being based upon the employee's regular hourly rate at the time of the separation of service. Notwithstanding the foregoing, upon a separation of service for any reason, such employees shall not be entitled to receive any payment for any accrued but unused sick leave. As previously stated in Section 5, the positions of paid, part-time Zoning Inspector and Zoning Secretary shall not accrue or be eligible to receive sick leave or vacation leave after the effective date of the reclassification of their positions to paid, part-time.

7. Amendment and/or Termination of Resolution. The Township, through the Board, shall have the right and authority to amend this Resolution, from time to time, and to adopt and promulgate such other Resolutions, rules, procedures and/or policies in connection with the subject matter referred to herein as the Board, in its sole and absolute discretion, deems necessary and proper. Furthermore, while it is the expectation of the Board to maintain the classification of paid, part-time Zoning Inspector and Zoning Secretary, no obligation, contractually or otherwise, to do so is assumed by the Board, and the Board expressly reserves the right to discontinue, rescind and/or abolish this classification (and any appointive position thereunder) and this (or any related) Resolution, in whole or in part, at any time.

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- 8. Notification. The Fiscal Officer is hereby authorized, on behalf of the Board, to provide written notice to the individuals presently employed as Zoning Inspector and Zoning Secretary of the reclassification of their position from paid, full-time to paid, part-time, as well as providing a copy of this Resolution and notification of their ineligibility for Township health insurance and applicable rights.**

This Resolution shall take effect and be in force from and after the 10th day of May, 2010.

**BERLIN TOWNSHIP BOARD
OF TRUSTEES**

Adopted: May 10, 2010.

Phil Panzarella, Trustee

Attest and Certified:

Theresa Cannon, Township Fiscal Officer

Ron Bullard, Trustee

Tom D'Amico, Trustee

Motion: D'Amico
 Second: Bullard
 Discussion: Panzarella said supervision of the zoning office is done by the zoning liaison. He said the rate of pay will remain the same.
 Vote: Panzarella yes, Bullard yes, and D'Amico yes

BZC Hearings- Cannon said she has advertised for BZC 10-002, 003, and 004, to be heard at the next Trustee meeting at 7:15. She said the cases were moved on by the Zoning Commission for the Trustees to adopt.

FUTURE MEETINGS

5/11- Lease modification for Fire Station
 5/11- DKMM- Bullard to attend
 5/15- zoning workshop 8:30-12:00

RESOLUTION

10-05-13

MOTION TO ADJOURN

Motion: Bullard
 Second: Panzarella
 Vote: D'Amico yes, Bullard yes and Panzarella yes

Meeting adjourned by Chairman D'Amico at 9:36 p.m.

SIGNATURES ON NEXT PAGE

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Thomas A. D'Amico, Trustee

ATTEST:

Philip P. Panzarella, Trustee

Theresa Cannon,
Fiscal Officer

Ronald W. Bullard, Trustee